



Operations Guide

Steve Hahn
Introduction and
Operations Guide
01/16/2002

● CDF Operations Guidelines

- Defines roles and responsibilities of shift crew and supporting personnel
- During data-taking running, 24/7 operations with on-shift crew (in control room):
 - Scientific Coordinator (SciCo) – shift leader
 - DAQ Ace – data-taking
 - Monitoring Ace – safety and data quality
 - Consumer Operator – data quality
- 24 hour support from process systems technicians downstairs in cryo area (x3632) – current tech(s) on main iFIX page

} Two aces per shift
generally swap
alternate days



Shift Support

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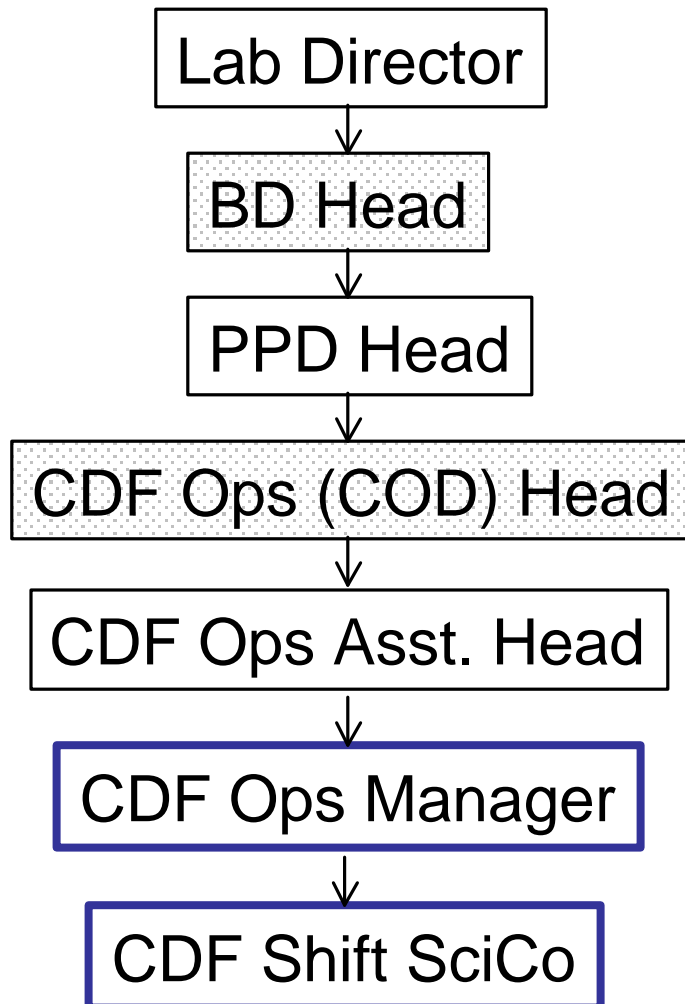
- Other off-shift support (most with pagers or cell phones) for shift crew:
 - Operations manager
 - SVX radiation damage control officer (RadCo)
 - DAQ experts
 - CDF Mechanical Group, CDF Detector Group
 - CDF Offline Group
 - Etc. etc. etc.
- Long list of pagers
 - Latest version on web
 - Paper copies around the control room
 - Keep calling until you get help; call all numbers listed (not everyone sleeps with their pager or cell phone)



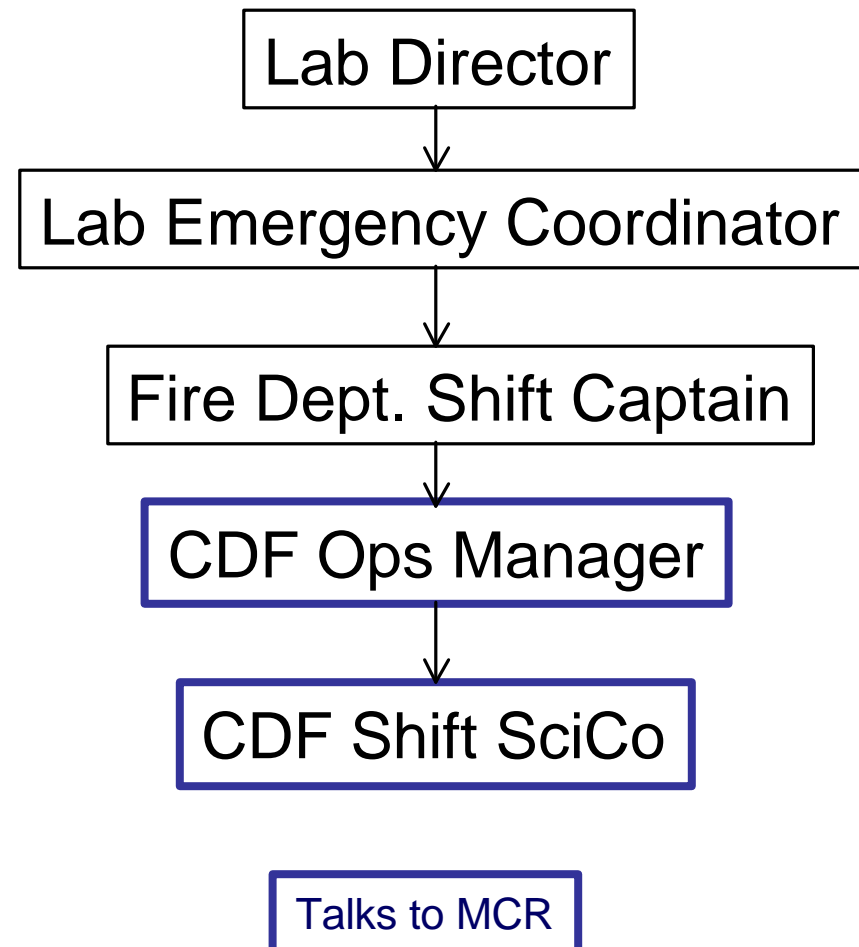
Chain of Command

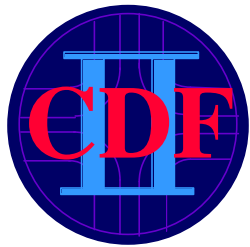
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Normal Operations



Emergency Situation

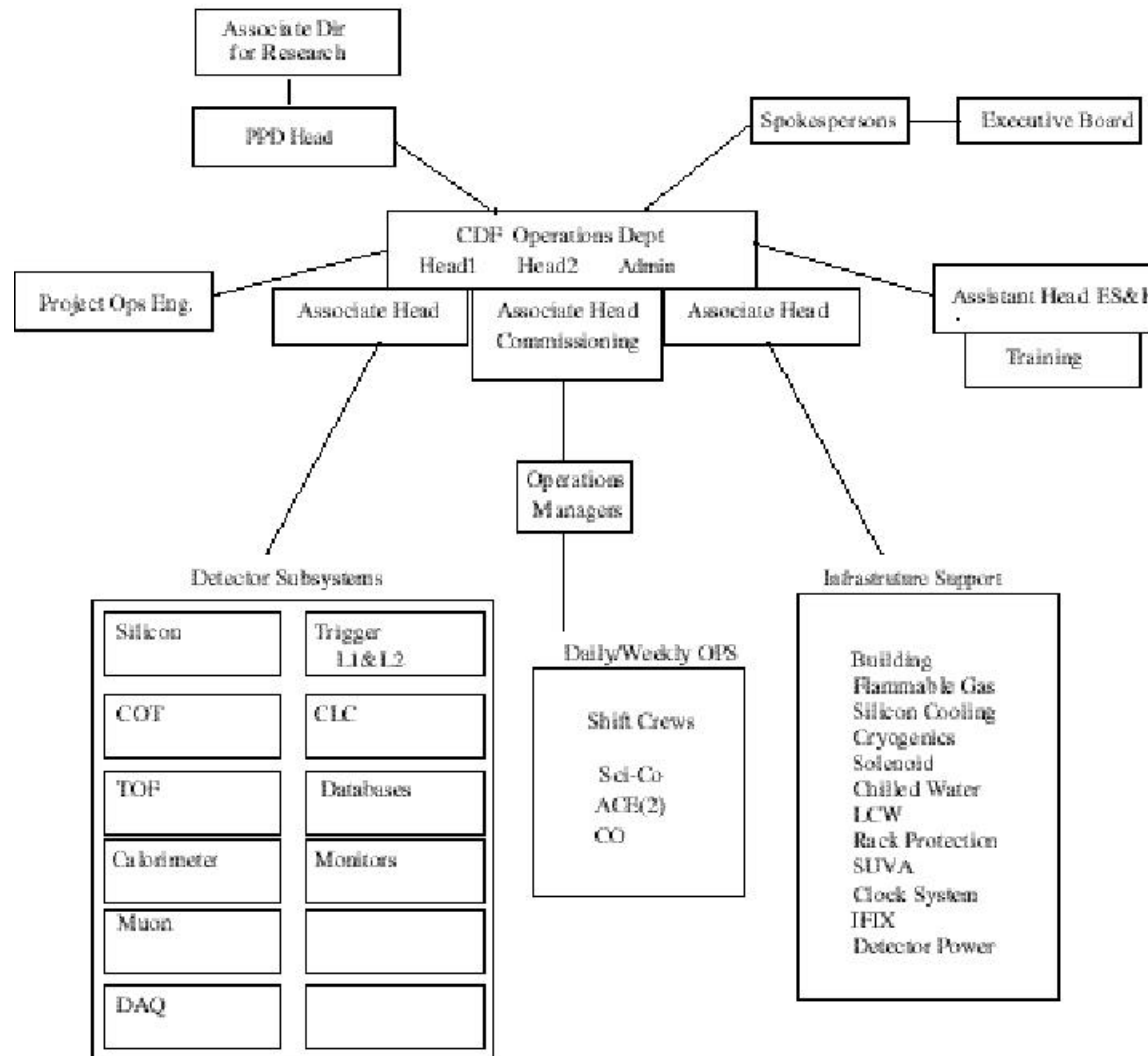




Operations Group

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CDF Operations Department
1/16/01

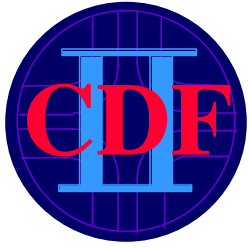




Operations Group

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- Co-Heads – Jeff Spalding, Mike Lindgren
- ES&H Head – Keith Schuh
- Associate Head – Jimmy Proudfoot
- Training – Dee Hahn
- Operations Managers
 - Dave Ambrose
 - Kevin Burkett
 - Jay Dittmann
 - Arnd Meyer
 - Bill Orejudos
 - Rotation (every week, usually seven days) kept on web
 - All ops managers have pagers
 - Active ops manager has
 - pager (314-4862)
 - cell phone (846-0600)
 - Steve Hahn (emeritus) – cell phone (399-0135)



Shift Roles

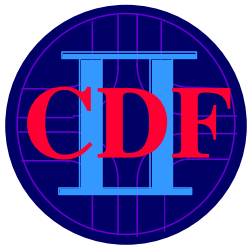
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- Operations Associate Head

- Sets priorities and goals for run
- Maintains Run Plan
- May act as Ops Manager if needed

- Ops Manager

- Shift priorities
- Runs daily operations meeting
- Posts daily run plan
- Coordinates shutdowns/accesses
 - Ops Man **MUST** be contacted before any access
- Liaison to BD; attends BD meetings
- Reports to All Experimenters meeting

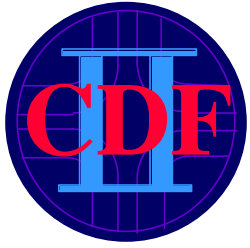


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- Scientific Coordinator (SciCo)
 - Communicates with MCR
 - ERP implementation
 - Heads shift
 - Daily Operations Meeting shift summary
 - Shift resource allocation
 - Maintains logbook
 - Helps maintain downtime logger

- Both Aces
 - Assist ERP implementation
 - Enter information in logbook



Shift Roles

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- DAQ Ace
 - Runs data acquisition and calibrations
 - Assist other DAQ users
- Monitoring Ace
 - Investigates alarms, assists in recovery procedures
 - Monitors CDF Infrastructure systems (flammable gas, cryogenics, SUVA, silicon cooling, rack protection, LCW, ECW, HVAC) through iFIX
 - “Takes preemptive actions to minimize experiment down time”
 - Monitors data quality
 - Monitors beam conditions from ACnet
 - Maintains downtime logger
 - Assists consumer operator



Shift Roles

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- Consumer operator
 - Runs and checks data monitors
 - online consumers
 - calibration results
 - Notifies appropriate personnel of problems